Electronic ICC Process for Faculty

Faculty receives email link to student’s ICC proposal in OnBase

Faculty reviews student’s ICC proposal

Approved

Denied. Faculty provides ≤250 character explanation

ICC Proposal sent to Department Chair for review

Approved

Denied. Chair provides ≤250 character explanation

Student resubmits*

Denied. Honors provides ≤250 character explanation

Student resubmits*

Approved

Denied. Honors provides ≤250 character explanation

Student resubmits*

Faculty receives Final Completion Approval Form Week 14

**Final Approval Due Sunday Before Finals Begin**

*Students are allowed only 1 resubmission per ICC

Tips for Accessing OnBase:
- Use Google Chrome.
- Disable your pop-up blocker.
- Clear your cookies/cache/history/temp files beforehand.
- Contact DoIT (815-753-8100) for technical issues.

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